

DEPARTMENT OF HISTORIC RESOURCES

POSITION VACANCY, #00042

ROLE: ARCHITECT/ENGINEER I, PAY BAND 5

WORKING TITLE: EASEMENT COORDINATOR

SALARY: \$37,869 - \$47,586

(Career potential to \$77,720)

Position Responsibilities: Located in **Richmond, Virginia**. Person needed to administer the agency historic preservation easement program, including monitoring and enforcement of easement provisions, technical assistance to property owners, negotiation and completion of new easements, and program promotion. Serves as agency liaison to Virginia Land Conservation Foundation including coordinating agency review of grant applications. Ensures that agency approval of architectural treatments (i.e., easements, General Assembly grants, environmental review projects, etc.) meets the Secretary of the Interior's Standards, other applicable preservation guidelines, and applicable state standards. Provides expert guidance and assistance to the Director and to program Division Directors in promoting the agency mission and responding to requests for technical services by historic property owners, architects, and private preservation groups.

Qualifications: Graduation from accredited college or university with a degree in architecture, architectural history, or related field. Graduate training preferred. Considerable knowledge of architectural principles and practices; construction processes, designs, and specifications; preservation treatment and protection methods, techniques, issues. Extensive knowledge of Virginia historic architectural resources and related preservation laws, regulations, policies, procedures, standards, guidelines. Ability to plan work and establish priorities; coordinate the work of others; review preservation projects, detect issues in architectural designs and treatment plans and offer solutions; communicate effectively both orally and in writing; negotiate effectively; provide technical assistance; and work effectively and exercise good judgment under stressful conditions. *Applicants must meet the Secretary Of the Interior's Professional Qualifications Standards, 36 CFR Part 61.*

Submission of Application Requirements: Please submit a Commonwealth of Virginia Application for Employment form to: Department of Historic Resources, Attention: Phyllis Blair, 10 Courthouse Avenue, Petersburg, Virginia, 23803, by 5:00 p.m., **Friday, June 23, 2006** or fax (804) 862-6196 or by e-mail to phyllis.blair@dhr.virginia.gov. If you are an individual with a disability and would like to request an accommodation in order to participate, please send a written request to the aforementioned address or call (804) 862-6193 or (804)367-2386, TDD, for assistance.

"AN EEO/AA EMPLOYER"

FEMALES, MINORITIES AND INDIVIDUALS WITH A DISABILITY ARE ENCOURAGED TO APPLY